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Career Group Specifications
for

PHYSICIAN

83.111 - Physician: Diagnoses and treats medical illnesses, diseases and disorders of the human body. Renders professional medical services covering a variety of medical problems in patients of all ages; or renders professional medical services in a specialized field of medicine. In addition to rendering professional medical services, positions may also direct medical and auxiliary services such as laboratory, dental, nursing, etc.

83.112 - Physician Manager/Administrator: Manages or administers one or more health programs (e.g., Hansen's disease, tuberculosis control, emergency medical services, district or county health services, etc.).

COMPETENCIES

Job Related Competencies: Knowledge of principles and practices of medicine including clinical pathology, the diagnoses of physical disorders, pathological anatomy, surgical techniques, therapeutics and toxicology and the etiology of disease; and the ability to perform patient-care services in various settings; and maintain medical records.

Initiative: Initiates work independently; does more than is required or expected in the job to improve or enhance products and services; plans ahead for upcoming problems or opportunities and takes appropriate action.

Reading: Understands and interprets highly complex written material, including laws, rules, regulations and policies.

Writing: Uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces complex written documents or information that is appropriate for the intended audience.

Oral Communication: Expresses information to individuals and groups effectively, taking into account the audience and nature of the information.

Decision Making: Makes sound, well-informed and objective decisions involving complex issues; perceives the impact and implications of decisions. Makes decisions with little or no supervisory review.

Problem Solving: Identifies and analyzes highly complex problems logically and systematically; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives and to make recommendations.

PHYSICIAN
PHYSICIAN MANAGER/ADMINISTRATOR

83.111

83.112

Reasoning: Identifies rules, principles or relationships that explain facts, data or other information; analyzes highly complex information; makes correct inferences and draws accurate conclusions by applying rules that involve many steps.

Information Management: Identifies the need for and gathers information from many sources; organizes highly complex or technical information to facilitate analysis and decision making.

Interpersonal Skills: Deals effectively with others; establishes and maintains effective working relationships with others; treats others with courtesy and tact.

Organizational Awareness: Understands and applies knowledge of the mission, functions, policies and procedures of the organization; understands relationships among units at different levels in the organization.

In addition to the above competencies, applicants for PHYSICIAN MANAGER/ADMINISTRATOR positions must possess the following competencies:

Planning & Evaluating: Organizes work, sets priorities, determines resource requirements; determines short-or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Financial Management: Prepares, justifies and/or administers the budget for program areas; plans, administers and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

Managing Human Resources: Plans, distributes, coordinates and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately selected, utilized and developed and are treated in a fair and equitable manner.

Leadership: Influences, motivates and challenges others; adapts leadership style to a variety of situations.

External Awareness: Keeps abreast of relevant political, economic, social and technological issues that affect the organization/program; develops and maintains networks with various organizations.

Administration & Management: Directs and executes business functions, resource allocation and production.

PHYSICIAN
PHYSICIAN MANAGER/ADMINISTRATOR

83.111

83.112

Supervisory Skills: Plans, assigns, directs, and evaluates the work of others; provides counseling and discipline as necessary.

MINIMUM QUALIFICATION REQUIREMENTS

License Required

Applicants must possess a valid license to practice medicine or osteopathy in the State of Hawaii.

Experience Requirement

Some positions require work experience as a physician. Some positions may require experience in a specialized field of medicine.

Physical and Medical Requirements


Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is the first career group specifications for the PHYSICIAN career group.

EFFECTIVE DATE: October 16, 2016

DATE APPROVED: _____

9/29/16



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